



south dakota
DEPARTMENT OF EDUCATION
South Dakota State Library


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To: South Dakota Librarians
From: Dorothy Liegl, State Librarian
Date: February 27, 2007
RE: Inter Library Loan Protocols

The transition process at the State Library has resulted in changes in the way materials are shared statewide. Two of those changes are the process for **requesting** and **returning** interlibrary loans.

The following is the recommended order to request an interlibrary loan listed from most preferred to least.

- 1. SDLN full and remote member—use Aleph ILL**
 - a. This is the fastest and most efficient way to request interlibrary loan.
 - b. Questions about SDLN Remote membership? Contact SDLN at 1-800-245-5690.
- 2. Using Aleph (<http://www.sdln.net>) to search for items held by South Dakota SDLN member libraries. (Non-members of SDLN)**
 - c. This will locate the most South Dakota holdings. Not all SDLN member holdings are in WorldCat.
 - d. Detailed directions for requesting an ILL via SDLN online catalog here: <http://www.sdstatelibrary.com/forlibrarians/ill/sdln.htm>
- 3. Search for the item on WorldCat via the South Dakota State Library homepage**
 - e. <http://www.sdstatelibrary.com> Click on the Databases for Library and School

Users button:
 - f. To request an ILL from WorldCat, you will need to login with your **LIBRARY'S** South Dakota State Library card barcode and password.
 - g. Contact the South Dakota State Library circulation department at 1-800-423-6665 if you do not know your **LIBRARY'S** barcode and password.
 - h. A 4 page printable tutorial on WorldCat ILL overview is available here: <http://www.sdstatelibrary.com/forlibrarians/ill/worldcat.htm>

Procedures to return a book a book borrowed via interlibrary loan:

Book borrowed from a South Dakota library:

Return the book to the lending library. The mailing label should be enclosed when you receive the book.

Book borrowed from out of state:

Return the book to the South Dakota State Library.

A detailed tutorial on searching on WorldCat is available here:

<http://www.sdstatelibrary.com/forlibrarians/licenses/WorldCat/index.htm>

If you have questions or need help, please call the State Library at 1-800-423-6665 and ask for Bell Jacobsen.